

COMMITTEES FOR THE SESSION 2024 - 2025

1. RESPECTIVE ICS MUST MAINTAIN REGISTERS IN RESPECT OF ASSIGNED DUTIES & ISSUE INSTRUCTIONS IN WRITING FOR THE MEMBERS OF THEIR COMMITTEE, BLOCK WISE WHEREVER REQUIRED EG DISCIPLINE, SAFETY, RESCUE, CLEANLINESS.
2. HMS WILL PREPARE PARALLEL COMMITTEES AS PER THEIR REQUIREMENT FOR THE SMOOTH FUNCTIONING IN THEIR RESPECTIVE BRANCHES.
3. ALL TRAINED BS&G TEACHERS WILL ASSIST MR. D K AZAD TGT & WILL CONDUCT BS&G ACTIVITIES IN THE MOST BEFITTING MANNER, MR. D K AZAD IS LOOKING AFTER M& R WORKS .THEREFORE MRS. SHABNAM (TGT) & MRS SANGEETA (TGT) ARE HEREBY ENTRUSTED TO KEEP RECORD OF TRAININGS & ARRANGE CAMP / ESCORTING RECORD /PAYEMENT OF DA ETC., AS AND WHEN SOME TEACHERS ATTEND BS&G TRAINING.
4. ICS MAY SELECT MEMBERS OTHER THAN THEIR COMMITTEE FROM REGULAR / PART-TIME/ OTHER PRIMARY BRANCH, IF REQUIRED FOR A SPECIFIC PROGRAM, WITH APPROVAL OF VP / PPL.
5. WHEREVER SUB-COMMITTEES ARE FORMED FOR DISTRIBUTION OF WORK, ALL THE MEMBERS WILL CO-OPERATE, SUPPORT FOR THE SMOOTH CONDUCT OF OTHER SUB-COMMITTEE WORK ALSO. EG IN EXAM CBSE SUB COMMITTEE AS WELL AS OUTSIDE EXAM SUB-COMMITTEE WILL SUPPORT DURING INTERNAL EXAMS & VICE VERSA.

SL.NO	NAME OF COMMITTEE	INCHARGE / ASSOC. INCHARGE	MEMBERS	FUNCTIONING	
1	CCA	MR.O P NANDA PGT I/C	MRS SAVITA BAWA PGT ENG	CCA [ALL THE CLASS TEACHERS, TGT P&HE, TGT AE, TGT WE ACTIVELY FOLLOW INSTRUCTIONS & COORDINATE FOR SUCCESSFUL CONDUCTION OF THE ACTIVITIES]	
			SH D K AZAD		
		MRS.MAMTA SRIVASTAVA ASSO IC	MRS. HEMSHREE DADHICH TGT		
			MR.NAVEEN VERMA TGT		
		MS. ANKITA SHARMA TGT SST			
	TIME TABLE FRAMING COMMITTEE		TIME TABLE DAILY ARRANGEMENT COMMITTEE		O/D SHOULD BE ARRANGED ONLY AFTER GETTING INFORMATION THROUGH PPL / VP.
2	TIME TABLE	MRS.MONIKA DHILLON PGT IC	MS.SUMAN VERMA PGT		IN CASE >50% MEMBERS OF DAILY ARRANGEMENT COMMITTEE ARE NOT AVAILABLE ON A PARTICULAR DAY, FRAMING COMMITTEE MEMBERS WILL HELP IN DAILY ARRANGEMENTS. DAILY ARRANGEMENT COMMITTEE SHOULD GIVE ARRANGEMENTS TO ALL WITHOUT ANY DISPARITY, INCLUDING TT-COMMITTEE.
			MS RENU RANI		
		MR.DINESH SHARMA TGT ASSOC. I/C	MRS RAJKUMARI REKHA		
			MRS POONAM TGT MATHS		
4A	EXAMINATION HOME	MR.KRISHNA MURARI PGT I/C	MS.SUMAN VERMA PGT	ENSURE CONDUCTION OF PERIODICAL TESTS AND EXAMS AS PER KVS SCHEDULE. TEST / EXAM COPIES OF 6TH TO 8TH TO BE HANDED TO PARENTS DURING PTM AND COPIES OF 9TH & 11TH TO BE RETAINED AFTER SHOWING TO PARENTS.	
			MR.D.B JHA PGT		
		MR.ASHUTOSH SHARMA TGT ASSOC. I/C	MR.MAHESH CHAND PGT		
			MRS.SAVITA CHAURASIA PGT		
			MS. ANKITA SHARMA TGT SST		
			MR.BRIJENDER SRIVASTAVA TGT		
4B	EXAMINATION CBSE	MRS.POONAM MUKHIJA PGT I/C	MR.MAMTA PGT CS (11TH & 12TH)	ENSURE THAT CORRECT DATA OF STUDENTS DULY CHECKED BY CLASS TEACHERS FROM SR.& GUARD FILE IS SENT TO CBSE AS AND WHEN ASKED. FOLLOW CBSE SCHEDULE STRICTLY.	
			MR.RAVI LUTHRA PGT		
		MS. JYOTSANA YADAV TGT ASSOC.I/C (9TH & 10TH)	MRS. HEENA PGT		
			MR.BRIJENDER SRIVASTAVA TGT		
4C	EXAMINATION EXTERNAL	MR. PRADEEP KUMAR PGT I/C	MS. ANKITA SHARMA TGT SST	ENSURE THAT CONFIDENTAILITY OF EXTERNAL EXAMINATION IS STRICTLY FOLLOWED. GUIDELINES OF THE EXAMINATION IS DISCUSSED IN THE MEETING WITH THE FUNCTIONERIFS	
			MR.KRISHAN MURARI TGT		
			MR.SABIR ANWAR PGT		
		MR.DINESH SHARMA TGT ASSOC. I/C	MR.KULDEEP VARSHNEY PGT		
			MR.JITENDER KUMAR TGT		
			MRS. RAJKUMARI REKHA RANI TGT		
		MR.BRIJENDER SRIVASTAVA TGT			

5	VIDYALAYA / INSPECTION PLAN	MRS.POONAM MUKHIJA PGT I/C	MR.MAHESH PAL PGT MR.DB JHA PGT	TIMELY PREPARATION OF THE PLAN AND DISCUSSED WITH THE VPS/PRICIPAL.	
		MR. MAHESH CHAND PAL PGT ASSOC. I/C	MR.PRADEEP KUMAR PGT MR.BHUPINDER TGT MR.DINESH SHARMA TGT		
6	ACADEMICS	OVER ALL ICS: VPS, ASSOCIATES: SUBJECT-WISE* SR. MOST PGTS FROM 6-12, HMS / IC FROM 1-5 .ROLE: ACADEMIC PLANNING, CLASSROOM OBSERVATION, SUBJECT COMMITTEE MEETINGS, PROGRESS OF SYLLABUS, MONITORING OF SYLLABUS COVERAGE AS PER SPLIT UP, GUIDANCE TO TEACHERS THROUGH DEMO LESSONS, ENSURING IMPLEMENTATION OF KVS/NCERT/CBSE POLICIES & NEP, LAB ICS: PHY: SH. A. K. TIWARI, CHEM: MRS.NEELAM TYAGI , BIO: SMT. SAMOTI MEENA, BIOTECH: MRS. CHANDRA KIRAN, ATL: MRS. SAMOTI MEENA IC, MS RANJANA RAWAT ASSO. IC (ATL MEMBERS: ALL PGT CS & TGT/PGT SCIENCE TRS), JSL: MR. DINESH KUMAR TGT IC , MATHS LAB: SMT SUMAN VERMA, LANGUAGE LAB: SH. BHUPENDRA, GEO LAB: SH. SABIR ANWAR , LIBRARY: SH. T. S. BHANDARI & ALL SUBJECT COMMITTEE ICS,			ACADEMICS *SUB: ENG- SMT SAVITA BAWA PGT, HINDI / SANSKRIT- SH OM PRAKASH NANDA, MATHS- SMT MONIKA PGT, SCIENCE INCLUDING PHY, CHEM, BIO, BIOTECH- SH A K TIWARI PGT , SOCIAL SCIENCE/HISTORY/ GEOGRAPHY/ POL. SCI - SH. SUNIL KUMAR, COMMERCE & ECO- SMT POONAM MULKHIJA PGT, COMP SCIENCE- SMT MAMTA
7	ONLINE TEACHING / E CLASS ROOM / HANDLING PORTALS	U DISE AI LAB 3D LAB	MS MAMTA PGT & C.I. 1		TIMELY COMPLETION OF TASKS AND REPORTED TO CHAIR.
		OLA SCHOLARSHIP [ALL], PIMS & TRANSFER VID. WEBSITE SOCIAL MEDIA EG TWITTER, FB ETC.	MS SAVITA CHAURASIA PGT & C.I. 2		
		UBI & ENROLMENT STOCK-IC COMP INFRA E-CLASSROOM & ON LINE CLASSES CYBER SECURITY	SH MAHESH CHAND PAL PGT & C.I. 3		
8	ADMISSION	MRS. SAVITA BAWA PGT I/C	MRS.MAMTA PGT MRS.SAVITA CHAURASIA PGT	KVS ADMISSION GUIDELINESS / SCHEDULE TO BE STRICTLY FOLLOWED.	
		MRS.RAKHI GANGWAL ASSO. I/C	MR.RAJKUMAR TGT		
		HMS OF RESPECTIVE BRANCHES & ALL COMPUTER INSTRUCTORS FOR COORDINATION & SUPPORT.			
9	AUDITORIUM / EXT EVENTS/ TRAININGS & WORKSHOP	MR.PRADEEP KUMAR PGT I/C	MR.KULDEEP VARSHNEY PGT MR.RAJEEV TGT P&HE	STAY ARRANGEMENTS IN THE VIDYALAYA AS WELL AS IN VARIOUS GUEST HOUSES, FOOD ARRANGEMENTS IN CONSULTATION WITH REFRESHMENT COMMITTEE	
		MR.DK AZAD TGT ASSOC. I/C	SH ANIL KUMAR TIWARI TGT MR. BIKRAM SINGH TGT MS.RAJKUMARI REKHA RANI TGT		
			MR. AJAY DHANKHAR TGT MR DHARMENDER TGT WE		

CLEANLINESS COMMITTEE				
	MAIN BUILDING GROUND FLOOR MAIN BUILDING FIRST FLOOR MAIN BUILDING SECOND FLOOR ROUND BUILDING GROUND FLOOR ROUND BUILDING FIRST FLOOR ROUND BUILDING SECOND FLOOR ASSEMBLY & PLAY GROUND (OPEN GYM AND ALL COURTS) RECEPTION AREA AUDITORIUM NEAR GATE NO.1 & GATE NO.2 & PARKING AREA R.O		MR. TS BHANDARI TGT LIB MR. BHUPINDER TGT MR.DHARMENDER TGT WE MRS. RUCHI SHARMA TGT MR. AMAR NATH VERMA PRT MUSIC MRS. TRILOCHNA TGT MR.RAJEEV TGT P& HE MRS. JAVATRI MR. DK AZAD TGT MR. SUNIL KUMAR TGT MR.UMESH MAYER TGT	OVER ALL I/C SH KULDEEP KUMAR PGT GEOGRAPHY, ASSO. IC MS. SUMAN VERMA
11	FURNITURE COMMITTEE	MR. RAVI LUTHRA PGT I/C MR.SUNIL KUMAR PGT ASSO. I/C	MR. BRIJESH TGT CLASS - VI MR. DHARMENDER TGT WE CLASS VII MR. AJAY DHANKAR TGT CLASS VIII MR. BHUPINDER TGT CLASS IX MR. DK AZAD TGT CLASS X MR. SABIR ANWAR TGT CLASS XI MR. KULDEEP VARSHNEY PGT CLASS XII	ENSURE THERE IS NO SHORTAGE OF FURNITURE IN ANY CLASS. DAMAGING FURNITURE INTENTIONALLY BY THE STUDENTS MUST BE BROUGHT TO THE NOTICE OF THE CLASSTEACHER. SUITABLE ACTION TO BE TAKEN.
12	MAINTENANCE & REPAIR CIVIL ELECTRICAL & WATER	MR. DK AZAD TGT OVER ALL I/C MR KULDEEP VARSHNEY [ASSO IC] MR DHARMENDER KUMAR [ASSO IC]	MR SUNIL KUMAR TGT MR T S BHANDARI TGT LIB MR KRISHAN MURARI PGT MR AJAY AGARWAL PGT MR DINESH KUMAR TGT MR. RAJKUMAR TGT MR. RAVI LUTHRA PGT	ENSURE PROPER REPAIR AND MAINTENANCE WHICH CAN BE A THREAT TO THE SAFETY & SECURITY OF THE STUDENTS . ENSURE PROPER FUNCTIONING OF WATER ROS/COOLERS. NO ELECTRIC WIRE/ ELECTRIC BOARDS ARE LOOSE OR OPEN CAUSING THREAT.
13	DISCIPLINE COMMITTEE			
13 A	DISCIPLINE GIRLS	MRS. HEENA PGT I/C MRS. CHAMPA CHAUHAN TGT ASSOC. I/C	MRS. POONAM MUKHIJA PGT MRS. RENU RANI PGT	DISCIPLINE, SAFETY AND SECURITY OF STUDENTS, EVACUATION TEAM, SEARCH & RESCUE TEAM, MOCK DRILLS DURING EARTHQUAKE, FIRE ETC.{ALL THE CLASS TEACHERS FOR THEIR STUDENTS & YOGA/ GAMES COACHES}
13 B	DISCIPLINE BOYS	MR. AK TIWARI PGT I/C MR.SABIR ANWAR ASSOC. I/C	MR. AJAY AGARWAL PGT MR. KULDEEP VARSHNEY PGT	
13 C	DISASTER, SAFETY, EVACUATION & MOCK DRILLS	MR. RAJEEV TGT P& HE I/C	MR. ANIL KUMAR TIWARI TGT MR. DINESH KUMAR TGT MRS. REKHA RANI SINGH	
		MR.DHARMENDER KUMAR TGT WE ASSOC.I/C	MR.SUNIL KUMAR TGT MRS. RUCHI SHARMA TGT ALL SPORTS COACHES	


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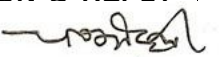
14	INSPIRE, JIGYASA, NCSC, INNOVATION AND EXPERIMENTATION / NTSE/ KVPY / SCIENCE EXHIBITION AND SCIENCE RELATED ACTIVITIES	SR.SECONDARY	SMT SAMOTI MEENA PGT	ALL TGT MATHS & SCIENCE INCLUDING PGT CS & AI / COMP INSTRUCTOR WILL BE PART OF THE COMMITTEE. EACH MEMBER WILL CONTRIBUTE AND MOTIVATE STUDENTS TO PARTICIPATE IN LARGE NO. KEEP RECORD OF THE SAME.	
		SH ANIL KUMAR TIWARI PGT I/C	MRS. NEELAM TYAGI PGT		
		SH KRISHNA MURARI PGT ASSOC.I/C	MR.AJAY AGARWAL PGT		
		UPPER PRIMARY & SECONDARY	MRS.CHNDER KIRAN PGT		
		MS.RUCHI KAUSHIK TGT I/C	MRS.RAKHI GANGWAL PGT		
		MRS. GUNJAN SHARMA TGT ASSOC.I/C	MR.ARVIND KUMAR PGT		
15	SOCIAL SCIENCE EXHIBITION, EBSB, YOUTH PARLIAMENT, ANY SPECIFIC EVENT SELECTED FOR THE CURRENT YEAR	MR.SUNIL KUMAR PGT I/C	MR.KULDEEP VARSHNEY PGT	ALL TGT SOCIAL SCIENCE WILL BE PART OF THE COMMITTEE AND CONTRIBUTE. PROPER PLANNING OF EVENTS AS PER KVS CALENDER ACTIVITIES.	
			MRS.POONAM MUKHIJA PGT		
			MRS.POONAM SAINI PGT		
		MR.SABIR ANWAR PGT ASSOC.I/C	MRS. NISHA PGT		
		SH. ANIL KUMAR TIWARI TGT (ADVISOR)	MRS. HEENA PGT		
		MRS ALKA GAUR (ADVISOR)	POL SC TEACHERS		
16	MONITORING OF CANTEEN CUM HEALTH & WELLNESS AMBASSADOR	SH PRADEEP KUMAR PGT [IC]	SMT. SAVITA CHAURASIA PGT	ARRANGEMENT OF VIP REFRESHMENT AS WELL AS PARTICIPANTS DURING KVS PROGRAMMES. ENSURE QUALITY AND SAFE FOOD ITEMS ARE SOLD BY THE CANTEEN VENDOR.	
			SH. D. K. AZAD TGT		
			SH. BHUPENDER MUDGAL TGT		
	SMT SAMOTI MEENA PGT [ASSO IC]	SH AJAY DHANKAR TGT	MR.RAJEEV TGT P& HE & SPORTS COACHES		
		MRS ALKA GAUR	MRS. MAMTA SRIVASTAVA TGT		
	REFRESHMENT COMMITTEE	MRS. HEENA PGT I/C	MRS. HEMSHREE TGT		
		MRS. CHAMPA CHAUHAN TGT ASSOC. I/C	MR.BIKRAM SINGH TGT		
		MR. D K AZAD TGT	MR. JITENDER KUMAR TGT		
17	FIRST AID & MEDICAL, QUICK RESPONSE TEAM, MOCK DRILLS CPR, G&C, MANODARPAN	MS SAMOTI MEENA PGT I/C	SH RAJEEV KUMAR TGT P&HE	IN CASE OF ANY EMERGENT SITUATION, CALL AMBULANCE IMMEDIATELY & TAKE NECESSARY STEPS AS DEEMED FIT	
			MS.RUCHI KAUSHIK TGT		
			SH ANIL KUMAR TIWARI TGT		
		MS CHANDRA KIRAN PGT ASSOC.I/C	MR.AJAY DHANKAR TGT		MR.DINESH KUMAR TGT
			MRS ALKA GAUR		ALL SPORTS & YOGA COACHES , COUNSELLOR , SPECIAL EDUCATOR
18	VIDYALAYA / CLUSTER / REGIONAL / STATE / NATIONAL / SGFI / KHELO INDIA G&S, SBSB, FIT INDIA& HEALTH CLUB, LOCAL TRANSPORT TEAM, DTC PASSES	MR. RAJEEV TGT P& HE I/C	MR. RAVI LUTHRA PGT	ALL SPORTS / YOGA COACHES & NURSE IS PART OF THE COMMITTEE. ENSURE CORRECT DETAILS OF STUDENTS ARE SENT AS WHEN REQUIRED TO SEND FOR PARTICIPATION OF EVENTS. HEIGHT & WEIGHT IS PROPERLY RECORDED.	
			SH ANIL KUMAR TIWARI TGT		
			MS.PRIYANKA TGT		
			MRS. SANGITA JANGARA TGT		
		MR. DHARMENDER KUMAR ASSOC. I/C	MR.BRIJESH TGT AE		MR.DK AZAD TGT
			MRS ALKA GAUR		MR.AJAY DHANKAR TGT

19	SALARY VERIFICATION , INCOME TAX, CS-54, EPF/ ESI {3 PGTS ARE FOR TECHNICAL SUPPORT & VERIFICATION, THEY WILL REPORT TO VP / PPL IN CASE OF ANY PROBLEM}	MRS.NAMRATA SHARMA ASO I/C	MRS.RAKHI GANGWAL PGT	OVERALL OFFICE IS RESPONSIBLE FOR PROPER MANAGEMENT OF RECORDS, DISBURSEMENT, DEDUCTION & NO PAYMENT SHOULD BE MADE TO THE CONTRACTOR WITHOUT PROPER VERIFICATION OF EPF / ESI ETC.
		MRS.SANGITA SEHRAWAT SSA ASSOC./I/C	MR.RAVI LUTHRA PGT	
		MR.MOHIT JSA ASSOC. I/C	MR.ASHUTOSH TGT	
			MR.NAVEEN KUMAR VERMA TGT	
20	INTERNAL COMPLAINT COMMITTEE (ICC), POSH & POC SO, CHILD RIGHTS PROTECTION CELL	MS NISHA [IC VIDYALAYA LEVEL] MR.OP NANDA TGT ASSO. I/C	MRS.SAVITA BAWA PGT	1. SH DEVENDRA KUMAR AC KVS RO DELHI EX-OFFICIO CHRM 2. SMT. SMITA BHARTI NGO MEMBER (SAKSHI NGO)
			MR PRADEEP KUMAR PGT	
			MRS. CHANDRAKIRAN PGT MR DHEERAJ PAL SINGH PGT	
			SMT HEENA PGT	
			MR. DB JHA PGT	
21	SCOUT AND GUIDE	MR D K AZAD [IC] MRS. SHABNAM BANO ASSOC I/C	MRS. SAVITA CHAURASIA PGT	ENSURE SCOUTS AND GUIDE ACTIVITIES ARE CONDUTED WITH FULL ZEAL AND VIGOUR. ENSURE MORE NUMBER OF STUDENTS JOIN THE MOVEMENT.
			MR. RAVI LUTHRA PGT	
			MR. UMESH MAYER TGT	
			MR. BRIJESH TGT	
			MR. NAVEEN TGT	
			MR. DHARMENDRA TGT	
			MR. SUNIL KUMAR TGT	
			MRS. SANGEETA JANGARA TGT	
			MR. DINESH SHARMA	
22	GRIEVANCE REDRESSAL STAFF, STUDENTS & PARENTS CONDUCT OF PTM, ALUMNI MEET ETC.	MRS.SAVITA BAWA PGT I/C SH ANIL KUMAR TIWARI PGT ASSO. IC MR PRADEEP KUMAR ASSO. I/C	MRS. POONAM MUKHIJA PGT	ENSURE FAST ADDRESS OF ALL THE GRIEVANCES OF STUDENTS AND PARENTS. ALUMNI RECORD TO BE MAINTAINED AND ALUMMNI MEET TO BE COORDINATED IF REQUESTED.
			MRS. SAMOTI MEENA PGT	
			MRS.SUMAN VERMA PGT	
			MRS. SAVITA CHAURASIA PGT	
23	राजभाषा कार्यान्वय समिति	श्री दीनबंधु झा - प्रभारी श्रीमती हेमश्री दाधीच - सह-प्रभारी	समस्त हिन्दी, संस्कृत भाषा शिक्षक एवं कार्यालय स्टाफ	
24	SCHOOL MAGAZINE COMMITTEE	MR. OP NANDA PGT I/C MRS. POONAM SINGH TGT ASSO. I/C	SH ANIL KUMAR TIWARI TGT	E- MAGAZINE / MAGAZINE TO BE PREPARED. SELF COMPOSED ARTICLES / POEMS/JOKES/INTERVIEWS/ DRAWINGS /SONGS ETC OF STUDENTS MAY BE COLLECTED AND COMPILED.
			MR. BRIJESH PGT	
			MR. T. S BHANDARI TGT	
			MRS. NEHA KEDIA PGT	
			MR. NAVEEN KUMAR VERMA	
			MRS. MAMATA PGT CS	
			MRS. SANGEETA JANGARA TGT	
			MRS. ALKA GAUR TGT COMPUTER INSTRUCTOR	


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25	DISTRIBUTION OF STUDY MATERIAL, TEACHERS DIARY, STUDENT DIARY, COLLECTION OF QUESTION PAPER ETC AT CLUSTER / REGIONAL LEVEL	MR.KRISHAN MURARI PGT IC	MR.TS BHANDARI TGT LIB	OFFICE WILL ARRANGE VEHICLE FOR TRANSPORTATION & DEPUTE SUB STAFF
			MR.BRIJENDER KUMAR SRIVASTAVA TGT	
		MR.ASHUTOSH SHARMA TGT IC	MR. BRIJESH TGT WE	
			MR. DHARMENDER TGT WE	
26	TEACHING AID	MR.SABIR ANWAR PGT I/C	MS. ANKITA SHARMA TGT	PROPER UTILIZATION OF TEACHING AIDS. LIST OF TEACHING AIDS TO BE PREPARED AND SHARED IN GROUP.
		MS.HEENA PGT ASSO I/C	MS.PRIYANKA TGT	
			MR.BIKRAM SINGH TGT	
27	INTEGRITY CLUB	MR. SUNIL KUMAR PGT I/C	MRS. NISHA PGT	ENSURE CLUB ACTIVITIES ARE CONDUCTED ONCE A MONTH AND REPORTS ARE WRITTEN IN CLUB REGISTER.
		MR. RAJKUMAR ASSO .I/C	MR. JYOTI YADAV TGT	
28	MAINTENANCE OF STAFF ROOMS	MS. JYOTSANA YADAV TGT I/C STAFF ROOM .1	MRS. CHAMPA CHAUHAN TGT	PROPER MAINTENANCE OF STAFF ROOMS. MUST BE NEAT AND CLEAN. PROPER PLACING OF FILES, FOLDERS AND COPIES.
		MS. CHAMPA CHAUHAN TGT I/C STAFF ROOM .2	MRS.INDU MEHTA TGT	
		MR.U S AGARWAL TGT I/C GENTS STAFF ROOMS	MR.RAJKUMAR TGT	
29	PHOTOGRAPHY	MR.BRIJESH TGT AE I/C	ART & CRAFT COACH	ENSURE THAT ONE OF THE MEMBER IS AVAILABLE DURING THE EVENT ORGANISED IN THE VIDYALAYA.
			C.I INSTRUCTORS	
		MR.DHARMENDER TGT WE ASSOC.I/C	YOGA COACH GAMES & SPORTS COACHES	
30	MEDIA COVERAGE	MR.PRADEEP KUMAR PGT I/C	MR.U S AGARWAL TGT	REPORTS SENT FOR MEDIA MUST BE EDITED. TAKE PRIOR PERMISSION FROM CHAIR BEFORE SENDING IT TO MEDIA.
			MR.D K AZAD TGT	
		MR.O P NANDA PGT ASSOC.I/C	MRS. HEMSHREE TGT	
			MRS.TRILOCHANA KUMARI TGT HMS OF BRANCHES	
31	ADVENTURE & EXCURSION CLUB	MR. ARVIND KUMAR PGT I/C	MR. AJAY AGARWAL PGT	PLAN AN EXCURSION
			MRS.MANISHA TGT	
		MRS.NEELAM TYAGI PGT ASSOC.I/C	MS.POONAM TGT	
			MRS.SANGEETA SEHRAWAT SSA ALL CLASS TEACHERS	
32	WELCOME OF VIPS & ATTENDING FOLLOWING PROPER DECORUM & PROTOCOL	MR.AK TIWARI PGT I/C	MRS.POONAM MUKHIJA PGT	PROPER WECOME OF GUESTS AND ENSURE WATER/TEA IS SERVED.
		MRS. MRS SAVITA BAWA PGT ASSOC.I/C	MRS.CHAMPA CHAUCHAN TGT	
			MRS.GEETA ARORA TGT	
		MR.PRADEEP KUMAR PGT ASSOC.I/C	MRS.MAMTA SRIVASTAVA TGT MRS.HEMSHREE TGT	

33	AWAKENED CITIZENS COMMITTEE (RAMAKRISHAN MISSION) & MORAL EDUCATION	MRS.MAMTA SRIVASTAVA TGT I/C	SH ANIL KUMAR TIWARI TGT	ROLE: PLAN ON CCA DAY AT LEAST 2-3 MINUTE TALK DURING ASSEMBLY
			MRS.SHABNAM BANO TGT	
			MR D K AZAD TGT	
			MR. NAVEEN KUMAR VERMA TGT	
		MS. SANGITA NEGI ASSOC.I/C	MRS.SEEMA CHAUHAN TGT	
			MR. AJAY DHANKAR TGT	
			MRS. HEMSHRI DADHICH TGT	
			MR.DINESH KUMAR TGT	
34	APPOINTMENT OF CONTRACTUAL TEACHERS & MAINTENANCE OF TEACHERS' ATTENDANCE REGISTER AND WRITING NAMES IN HINDI (ON THE BASIS OF SENIORITY) WITH THE HELP OF OFFICE STAFF	MR.PRADEEP KUMAR PGT I/C	MR.KULDEEP VARSHNEY PGT	TO CALL CONTRACTUAL TEACHERS COACHES AS PER NORMS & REQUIREMENT ON MERIT BASE.TO CHECK NAME WRITTEN IN HINDI & IN SEQUENCE
			MR.DINESH SHARMA TGT	
		MRS.SAVITA BAWA PGT ASSOC.I/C	MR.JITENDER KUMAR TGT	
			MR. BRIJENDER SRIVASTAVA TGT	
MRS.MONIKA DHILLON PGT ASSOC. I/C	MRS.SANGEETA SEHRAWAT SSA			
	MR. MOHIT JSA			
35	DISTRIBUTION OF CLASS ATTENDANCE REGISTERS, TEACHERS' DIARY	VICE PRINCIPALS / SR. MOST PGT	WITH THE HELP OF SUB STAFF	TIMELY PROCUREMENT OF THE ITEMS
		ALL HMS		
36	AVAILABILITY & DISTRIBUTION OF CHALK, DUSTER, AND OTHER STATIONERY ITEMS	MR. SABIR ANWAR PGT I/C	WITH THE HELP OF SUB STAFF & DEO	TIMELY PROCUREMENT OF THE ITEMS
		MRS SANGEETA SEHRAWAT SSA		
		MR.MOHIT JSA		
37	ARRIVAL/ DEPARTURE AND RECESS DUTY OF TEACHERSSTAFF ON ARRIVAL DUTY WILL REPORT AT LEAST 20 MINUTES PRIOR TO VIDYALAY OPENING TIME & STAFF ON DEPARTURE DUTY	ARRIVAL DUTY	MRS.ALKA GAUR TGT ASSO IC	FOR THE SAFETY & SECURITY OF THE STUDENTS PROPER DUTIES TO BE ASSIGNED TO TEACHERS SO THAT UNTOWARDS INCIDENTS ARE AVERTED .
		MRS. NISHA PGT I/C		
		LUNCH DUTY	MRS.POONAM SINGH TGT ASSO IC	
		MRS. RENU RANI PGT I/C		
		DEPARTURE DUTY	MR.AJAY DHANKAR TGT ASSO IC	
MR.RAVI LUTHRA PGT I/C				
38	CBSE RESULT ANALYSIS	MRS POONAM MUKHIJA PGT I/C	MR.RAVI LUTHRA PGT	ALL 3 PGT CS JOINTLY ENSURE TIMELY COMPILATION & REPLY TO RO AS & WHEN REQUIRED
			MRS. HEENA PGT	
		MRS.MAMTA PGT ASSOC I/C	MR.BRIJENDER SRIVASTAVA TGT	


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39	STUDENT'S TRANSPORT DETAILS (HOME TO SCHOOL AND SCHOOL TO HOME)	MR.SABIR ANWAR PGT I/C	MR. UMESH MAYER TGT	COLLECT TRANSPORT DETAILS OF THE STUDENTS THROUGH CLASS TEACHERS AND COMPILE IN SOFT COPY .KEEP UPDATING AS AND WHEN THERE IS CHANGE IN MODE OF TRANSPORT.
		MR.U S AGARWAL TGT ASSOC I/C	MR. KAMLESH PRASAD TGT	
			MS.JYOTY YADAV TGT	
			MR. AJAY AGARWAL PGT	
			MS.ANKITA SHARMA TGT	
40	COVID_19 & SIMILAR CASES TASK FORCE	MRS. SAMOTI MEENA PGT I/C	MR.RAJEEV TGT P& HE	TALKS ON PREVENTION OF SUCH COMMUNICABLE DEASES IN THE MORNING ASSEMBLY.
		MRS. CHANDRA KIRAN PGT ASSOC I/C	MS PRIYANKA TGT	
			MR.T S BHANDARI TGT LIB	
			MR DHARMENDER TGT WE MR.BRIJESH KUMAR TGT AE	
41	GEM PORTAL PURCHASING PRIMARY USER: PRINCIPAL CONSIGNEE: ALL STOCK ICS	SANDEEP ARORA VP - PAO	AT PRESENT AFTER TRANSFER OF MRS NUTAN SHARMA, SH D K AZAD WAS ASSIGNED THE ROLE OF BUYER. BUT NOW AS SUGGESTED DURING CURRENT AUDIT MRS NAMRITA SHARMA WILL WORK TO ASSIGN & GET APPROVED NEW ROLES AS & WHEN THE ONGOING AUDIT IS OVER KEEPING IN MIND THAT DATA OF CURRENT BUYER IS TRANSFERRED TO NEW BUYER SO WITHOUT LOSS OF ANY DATA.	
	TECHNICAL BUYER / CONSIGNEE TECHNICAL	SH RAVI LUTHRA PGT SMT NAMRITA SHARMA SH D K AZAD		
42	PISA / CCT / DIKSHA / NISHTHA / NCERT / NEP / CBSE / SOF / RMO / INMO OTHER OLYMPIAD / INNOVATION	MR.AJAY AGARWAL PGT I/C	ALL THE COMPETITIONS CIRCULARS / NOTIFICATIONS WILL BE FORWARDED TO IC/ ASSO. IC, IN TURN THEY WILL FORWARD TO SUBJECT SPECIFIC IC, SUBJECT SPECIFIC IC WILL CONDUCT THE EXAM WITH THE HELP OF PGTS/ TGTS OF SAME SUBJECT. TECHNICAL SUPPORT FOR ONLINE REGISTRATION ETC WILL BE PROVIDED BY PGT CSS & COMP. INSTRUCTORS.	
		MRS.SAVITA CHAURASIA PGT ASSOC. I/C		
43	DIVYANG STDUETNS- RELATED CONCERN & PROVIDING SUPPORT	MR. MAHESH CHAND PAL PGT I/C	MS NEHA KEDIA PGT	ALL SUPPORTS AND ASSISTANCE TO BE PROVIDED FOR INCLUSION
			MR. DHEERAJ PAL PGT	
		MR. PRADEEP KUMAR PGT ASSOC I/C	MR.ISHAQ MARGREY PGT	
			MR.T S BHANDARI TGT LIB	
44	LOCAL PURCHASE COMMITTEE	1. PRINCIPAL (MEMBER SECRATERY)		
		2. VICE PRINCIPAL (SH. SANDEEP ARORA)		
		3. VMC TR. REPRESENTATIVE (SH. PRADEEP KUMAR PGT ENGLISH)		
		4. VMC PARENT MEMBER MRS CHANDRA KIRAN		
		5. HM SMT KAVITA BISHT		
		6. RESPECTIVE STOCK I/C		
45	PM SHRI COMMITTEE	MR.SANDEEP ARORA VP , MR.DINESH KUMAR VP , MR. PRADEEP KUMAR PGT ,	MRS.	ASSIST IN IMPLEMENTATION OF PM SHRI GUIDELINES
		KAVITA BISHT HM , MR. PRADEEP JAKHWAL HM & MRS. PRIYANKA HM ALL ICS OF LABS/SUBJECT-HEADS		


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46	SUBJECT COMMITTEES			PURPOSEFUL MEETING TO BE CONDUCTED ON THE LAST WORKING DAY OF THE MONTH. AGENDA POINTS TO BE SHARED WITH THE MEMBERS IN ADVANCE.
	ENG	MRS SAVITA BAWA PGT I/C	MR. PRADEEP KUMAR PGT ASSOC I/C	
	HINDI & SANSKRIT	MR.OP NANDA PGT I/C	MR. D B JHA PGT ASSOC I/C	
	SCIENCE	MR.AK TIWARI PGT I/C	MR. KRISHNA MURARI ASSOC I/C	
	MATHS	MRS. MONIKA DHILLON PGT I/C	MRS. RENU RANI ASSOC I/C	
	SOCIAL SCIENCE	MRS. POONAM MUKHIJA PGT I/C	MRS. POONAM SAINI ASSOC I/C	
	COMPUTER	SH MAHESH CHAND PAL I/C	SMT MAMTA ASSOC I/C	
47	ECO CLUB & GREEN VIDYALAYA	MRS. CHANDRA KIRAN PGT I/C	MS. NEELAM TYAGI PGT	ENSURE NEW PLANTATION IS DONE. LOCATE OTHER SITES IN THE VIDYALAYA WHERE GRADEN /PLANTATION CAN BE DONE WITH THE HELP OF STUDENTS. MAY BE TAKEN AS PROJECT IN A FEW CLASSES.
			MRS. MONIKA PGT	
			MS.JYOTSANA TGT	
		MRS. RAKHI GANGWAL PGT ASSOC I/C	MRS. REKHA CHOUDHARY TGT	
			MRS. SANGEETA RAWAT TGT	
			MRS. SEEMA CHAUHAN TGT	


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